SBIR/STTR Fast-Track REMINDER SHEET

> After reading all instructions in the SBIR/STTR Phase I Grant Solicitation and the PHS 398, and the instructions for preparing a Phase II SBIR or Phase II STTR Application, use the following reminders to help ensure that the Fast-Track application meets the requirements for submission.

☑ **Did you identify the application as "Fast-Track" in Item 2 on the Face Page of the Phase I and Phase II application?**

☑ **Did you specify in the Phase I application clear, measurable goals (milestones) that should be achieved prior to initiating Phase II?**

☑ **Did you prepare the application according to the "Type Size" and "Format" specifications that must be observed throughout the application?**

☑ **Does the Phase I application contain no more than 25 allowable pages as described in the Omnibus SBIR/STTR Grant Solicitation? (Items a-d in the Phase I Research Plan are limited to 15 pages.)**

☑ **Did you complete all items on the Face Pages of the Phase I and Phase II applications, including Direct Costs, Total costs, and required signatures?**

> **NOTE: Project periods and costs requested for the Phase I and Phase II projects should be listed separately.**

☑ **Did you complete the necessary items on the Phase I and Phase II Checklist Form pages?**

> **NOTE: F&A costs should be requested by completing Section 3, row a (Phase I), and rows a and b (Phase II) of the Checklist.**

☑ **Did you include letters of commitment from collaborators and consultants in the application?**

☑ **Did you include as part of the Phase II Research Plan a "Commercialization Plan" (formerly "Product Development Plan") that adequately addresses the seven areas described in the Omnibus SBIR/STTR Grant Solicitation?**

☑ **Did you prepare both a complete Phase I and a complete Phase II application and submit them together in a single package (original plus five signed, exact single-sided photocopies)?**

☑ **If there are appendices (Phase II), did you include 5 collated sets? These should follow all copies of the application.**

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SBIR Fast-Track Applications

☑ **The Fast-Track SBIR grant application package should be assembled in the following order:**

♦ **Cover Letter** — encouraged, but not a requirement.

♦ **Phase I SBIR Fast-Track components**:

- **Face Page** — first page of application.
- **Description, Performance Sites, and Key Personnel** — Form Page 2.
- **Table of Contents** — Form Page 3
- **Modular Budget Format Page** — FOR PHASE I APPLICATIONS REQUESTING UP TO $100,000 TOTAL (direct costs, F&A costs, and fee). Use in place of Form Pages 4 and 5. Use continuation pages if necessary.
- **Budget for Phase I** — Form Page 4. FOR APPLICATIONS REQUESTING MORE THAN $100,000 TOTAL (direct costs, F&A costs, and fee.)
- **Budget for Entire Proposed Phase I Period and Budget Justification** — Form Page 5. FOR

APPLICATIONS REQUESTING MORE THAN $100,000 TOTAL (direct costs, F&A costs, and fee.) Use continuation pages if necessary.

- **Biographical Sketch and Bibliography Pages**. *See Biographical Sketch Format Page.*
- **Resources** — See Resources Format Page.
- **Introduction** (revised application only — limited to one page for Phase I).
- **Research Plan**
  - ❖ *NO Form Page. Use plain, white paper and stay within specified ½" margin limitations.*
  - ❖ *Sections a-d limited to 15 pages in Phase I.*
- **Letters from Consultants and Collaborators.**
- **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.

- ♦ **Phase II SBIR Fast-Track components**
  - **Face Page** — first page of application.
  - **Description, Performance Sites, and Key Personnel** — Form Page 2.
  - **Table of Contents** — Form Page 3.
  - **Detailed Budget for First 12-Month Phase II Budget Period** — Form Page 4.
  - **Budget for Entire Proposed Phase II Period and Budget Justification** — Form Page 5; use continuation pages if necessary.
  - **Biographical Sketch** — See Biographical Sketch Format Page.
  - **Resources** — See Resources Format Page.
  - **Introduction** (revised application only — maximum of <u>three</u> pages for Phase II).
  - **Research Plan**
    - ❖ *NO Form Page. Sections a-d limited to 25 pages in Phase II.*
    - ❖ Include **Commercialization Plan** (formerly "Product Development Plan" in Section J of the Phase II Research Plan section.
  - **Letters from Consultants and Collaborators.**
  - **Prior SBIR Phase II Awards (if applicable)**
  - **Checklist** — Checklist Form Page is next-to-last page of signed, original application, but last page to be numbered.
  - **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is <u>not</u> to be numbered or duplicated. (Personal Data page for Fast Track applications should be placed at the end of the <u>Phase II application</u>.)
  - **Appendices (5 sets) – if applicable**
    - ❖ **Not to exceed 10 publications and manuscripts accepted for publication.**

Questions regarding the acceptability of the grant application for submission under this solicitation should be directed to the:

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Division of Receipt and Referral
Center for Scientific Review
National Institutes of Health
(301) 435-0715; Fax: (301) 480-1987

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STTR Fast-Track Applications

☑ **The Fast-Track STTR grant application package should be assembled in the following order:**

- ♦ **Cover Letter** — encouraged, but not a requirement.
- ♦ **Phase I STTR Fast-Track components**
  - **Face Page** — first page of application.
  - **Description, Performance Sites, and Key Personnel** — Form Page 2.
  - **Table of Contents** — Form Page 3
  - **Modular Budget Format Page** — FOR PHASE I APPLICATIONS REQUESTING UP TO $100,000 TOTAL (direct costs, F&A costs, and fee). Use in place of Form Pages 4 and 5. Use continuation pages if necessary. NOTE: Provide narrative justification for Personnel, Consultant Costs and Contractual Costs associated with the Small Business Concern's portion of the budget as well as the Research Institution's portion of the budget. In the narrative, also indicate the total costs (sum of direct and F&A costs) of the portion of the project to be performed by the Research Institution." Use continuation pages if necessary.
  - **Budget for Phase I** — Form Page 4. DO NOT SUBMIT FOR APPLICATIONS REQUESTING UP TO $100,000 TOTAL (direct costs, F&A costs, and fee).
  - **Budget for Entire Proposed Phase I Period and Budget Justification** — Form Page 5; FOR APPLICATIONS REQUESTING MORE THAN $100,000 TOTAL (direct costs, F&A costs, and fee.) Use continuation pages if necessary.
  - **Research Institution Certification (STTR Modular Applications Only: $100,000 total or less)** — See Research Institution Certification Format Page
  - **Budget of Research Institution (STTR Applications greater than $100,000 total)** — See STTR Research Institution Budget Form Page
  - **Biographical Sketch Page**. *See Biographical Sketch Format Page.*
  - **Introduction** (revised application only — limited to one page for Phase I).
  - **Research Plan** — *NO Form Page. Use plain, white paper and stay within specified ½" margin limitations.*
    - ❖ *NO Form Page. Use plain, white paper and stay within specified ½" margin limitations.*
    - ❖ Items a-d limited to 15 pages in Phase I
  - **Letters From Consultants and Collaborators.**
  - **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page of Phase I to be numbered.

- ♦ **Phase II STTR Fast-Track components**
  - **Face Page** — first page of Phase II application.
  - **Description, Performance Sites, and Key Personnel** — Form Page 2.
  - **Table of Contents** — Form Page 3
  - **Budget for Phase I** — Form Page 4. (Small business concern's budget)
  - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; use continuation pages if necessary. (Small business concern's budget)
  - **Budget of Research Institution** — See STTR Research Institution Budget Form Page
  - **Budget for Entire Proposed Project Period and Budget Justification** — Form Page 5; (Research Institution's budget). Identify costs pertaining to Research Institution. Use continuation pages if necessary.
  - **Biographical Sketch Page**. *See Biographical Sketch Format Page.*

- **Introduction** (revised application only — limited to three pages for Phase II).
- **Research Plan** — _NO Form Page._ **Use plain, white paper and stay within specified ½" margin limitations.**
  - ❖ Items a-d limited to 25 pages in Phase II
  - ❖ Include **Commercialization Plan** (formerly "Product Development Plan" in Section J of the Phase II Research Plan section.
- **Letters From Consultants and Collaborators**
- **Checklist** — Checklist Form Page is the next-to-last page of signed, original application, but last page to be numbered.
- **Personal Data on Principal Investigator** — last page of signed, original application, but this form page is _not_ to be numbered or duplicated. (Personal Data page for Fast Track applications is placed at the end of the <u>Phase II application</u>.)
- **Appendices (5 sets) – If applicable**
  - ❖ **Not to exceed 10 publications and manuscripts accepted for publication.**

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